

Messiah Lutheran Church
8154 Atlee Road
Mechanicsville, VA 23111

General Building Use Policy

Reviewed and approved as amended by Church Council September 19, 2017

Purpose

The purpose of this policy is to summarize the guidelines established by Church Council regarding the use of Messiah Lutheran Church for general purpose, including the nature of permitted use, the manner in which usage may be requested and authorized, and the responsibilities assumed by its users.

Introduction

Messiah Lutheran Church welcomes the use of its facilities by members and non-profit service groups whose objectives are deemed by the Church to be fitting with those of the congregation. Business events will be considered on an individual basis at the discretion of church leadership and staff and only those events fitting for the mission of the church will be considered. Non-member personal events (wedding, anniversaries, etc.) must be approved on an individual, case-by-case basis, by the church council/staff as outlined in this policy. The primary use of the building and all its facilities shall be for regular and special worship services and related church activities. These activities shall take precedence over all other building uses.

Reserving the Church

Congregational events have scheduling priority. All events shall be scheduled through the church office to avoid conflicts. A master calendar is kept by the church staff and must be referenced prior to the consideration of scheduling. Scheduling and authorization of all non-church, but permissible-use activities, in the building will rest with the Church Council in cooperation with the Pastor and/or his designee in terms of scheduling.

User Responsibilities

The ultimate responsibility for the protection and maintenance of this congregation's facilities during use rests with the individual leaders of the various groups using the facilities. However, because of varying levels of familiarities with the operations of the facilities, the following responsibilities are included:

1. Where the use of the facilities is limited to members of Messiah or joint Messiah-Outsider usage, the Messiah organization or group leader is considered to be responsible for ensuring proper cleanup, building security, etc., during and at the conclusion of each use.
2. Where usage is to be solely by individuals who are non-members of Messiah, arrangements should be made for the presence of a designated responsible member of Messiah during the building usage. Open/Lock-up fees may apply.

Application for Use

An "Application for Building Use Form" shall be completed for special Messiah events (those events that occur only occasionally), individual member sponsored events (ex. showers), and all events of nonmembers. Application for recurring use of the building must be renewed annually. The Church Council must approve or disapprove any application for use.

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I/We agree to abide by the regulations of the Building Use policy of Messiah Lutheran Church.

Signature

Date

Signature

Date

Fee Schedule Addendum

- \$100.00 Refundable Deposit Due at time of reservation
- \$150.00 Non-Refundable Building Use fee—Non-Members
- \$50.00 Non-Refundable Building Use Fee—Members

Fee includes use of Fellowship Hall, Bathrooms, Sanctuary, and/or Narthex. Classrooms are not able to be used.

*****MLC Council reserves the right to waive deposit and/or fee on a case by case basis for non-profit organizations or as deemed appropriate.*****

Deposit, must be made by check or money order made payable to Messiah Lutheran Church. Deposit is due at time of reservation.

A returned check fee of \$35 will be charged if any check is returned unpaid.

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APPLICATION FOR GENERAL BUILDING USE

Name: _____

Organization Name: _____

Home Phone Number: _____

Cell Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Date(s) for request: When would you like to use the facility? _____

Hours of Use: What time would you like to use the facility? _____

What type of event will be held? _____

Anticipated Attendance? _____

Do you plan to display any signs or posters? ___ Yes ___ No (If yes you must submit design with application)

Do you plan to bring any equipment? ___ Yes ___ No If yes, Please list for approval

Do you plan to use Church Equipment? ___ Yes ___ No If yes, please describe.

SIGNER BELOW HAS READ & AGREE TO THE FOLLOWING STATEMENT:

“I understand that, as God has blessed Messiah with this facility, accompanied by the responsibility of its maintenance and care, it is my responsibility to treat the building with appropriate respect and to clean up and return the facility to the state in which it was found.”

Signature

Date

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LIABILITY

Liability Waiver: The following signature(s) indicate the party(ies) claiming responsibility for the building during its use and all participants under supervision and/or having equal participation of the building relative to the same use, here within relieve Messiah Lutheran Church from all liabilities in the event of injury or illness incurred while visiting the premises.

Signature:

Signature:

FOR CHURCH USE ONLY:

Approved: _____ Not Approved: _____ Date: _____

\$100.00 Refundable Deposit Date Received: _____ Check Number: _____

\$150 (Non-member)/\$50 (Member) Fee Date Received: _____ Check Number: _____

Signature of Church Council President or other designee Date

Date Deposit Refunded: _____

Amount of Refund: _____

Check Number of Refund: _____

Signature of Council President or other designee to refund deposit Date